

# Indiana Library Federation General Information

The Indiana Library Federation is a statewide organization for library and media center professionals and supporters. It is the largest organization of its kind in Indiana, boasting more than 3,000 personal, institutional, and library trustee members. The Federation is also fortunate to have individual and corporate contributing members who support the organization's work.

The Federation is devoted to fostering the professional growth of its members and the promotion of all libraries in Indiana. It accomplishes its goals through statewide continuing education, public awareness, and library advocacy. The organization works to create a strong sense of unity within the library community. Members have the opportunity to become organized advocates for Indiana libraries. The Federation also offers members a number of opportunities for library leadership, professional growth, networking, and community service.

The Federation is governed by an executive board which is elected by the membership. The board is responsible for establishing direction, goals, and policies for the organization. The programmatic activity of ILF is performed through units established by the Executive Board as Committees, Associations, Divisions, Sections, or Districts. These units are defined below.

To achieve its stated purpose, the Federation participates in partnerships with other organizations. A long standing partnership with the Indiana State Library has resulted in joint publication of *Focus on Indiana Libraries*, the newspaper of the Indiana library community, as well as trustee education and training. The Federation has also worked with the Indiana Literacy Foundation, Indiana Health Science Library Association, Friends of Indiana Libraries, and The Children's Museum.

## Committees

Various committees -- supported by a small professional staff -- do the administrative work of the Federation. These committees include: Archives; Awards & Honors; Budget and Finance; Annual Conference Planning; Constitution & Bylaws; Continuing Education; Financial Development; Insurance & Benefits; Intellectual Freedom; Legislative; Long-Range Planning; Membership; Nominating; Organization, Evaluation & Structure; Personnel; Public Awareness; Publications; and Scholarship.

## Associations

The Federation is made up of five library associations. Members of the Federation may choose one or more associations with which to affiliate. The five associations are the Association for Indiana Media Educators, Indiana Academic Library Association, Indiana Corporate & Network Library Association, Indiana Library Trustee Association, and Indiana Public Library Association.

## Special Interest Divisions and Sections

Federation members may also join special interest groups, called divisions and sections. Each group is centered around a particular topic of interest to its members. Some of these groups plan workshops, meetings, and conferences that address their particular interests.

## Districts

The Federation separates statewide membership into eight geographic districts. Each district elects officers and has their own organizational structure and schedule of events. Annual district conferences are held to provide an opportunity for local library staff to exchange ideas.

## Legislative Program

The Federation has a legislative advocate on staff and a legislative network that keeps state and federal lawmakers informed of the concerns of Indiana's library community. Past legislative efforts have been instru-

mental in securing funding for Indiana libraries and protecting intellectual freedom. The Federation organizes opportunities for members to get to know their elected officials.

## **Publications**

Federation members receive two major publications: *Focus on Indiana Libraries* and *Indiana Libraries*.

*Focus on Indiana Libraries* is ILF's newspaper. Published eleven times a year in cooperation with the Indiana State Library, it keeps members up to date on news and information of interest to the library community.

*Indiana Libraries* is a professional journal, which is also published jointly by the Federation and the Indiana State Library.

## **Conferences**

The Indiana Library Federation's conferences provide an excellent opportunity for professional networking and serve as a forum for the exchange of ideas. Conference workshops and programs offer up-to-date information on a variety of library-related topics.

Federation members receive reduced registration rates for the annual conference as well as many other continuing education conferences and workshops throughout the year.

## **Endowment Fund**

The Federation has established a general endowment fund to provide money for programs, services, and public awareness efforts that cannot be supported by the Federation budget. These programs and services include special events, lectures, seminars, providing funds to promote library services, and granting scholarships and awards for achievement in the library field.

The ILF Endowment also maintains two memorial funds. The Esther Schlundt Fund was donated in the memory of a Lafayette woman and is to be used for general scholarships or programs. The Sue Marsh Weller Fund is dedicated to the memory of Sue Weller, who was a children's librarian at Morrison-Reeves Public Library in Richmond. Money from this fund provides scholarships for future children's librarians.

The Endowment Board works in conjunction with the ILF Scholarship Committee to see that funds from the endowment go to worthy recipients.

## **Insurance Program**

The Federation has a wide range of insurance and other financial benefits that can be offered to its members. Currently, institutional members can participate in a comprehensive Indiana Library Federation Group Health and Life Insurance program. In 1997, ILF hired Richard Sutton, D.B. Englehart & Associates, as the organization's insurance agent of record. The ILF Group Health Insurance program began coverage on January 1, 1998 with coverage offered through Anthem Blue Cross & Blue Shield. More than 50 libraries currently participate in this program.

In 1999, the Federation began offering:

- A directors' and officers' insurance program to trustee members
- A long- and short-term disability insurance program to institutional members
- A long-term care insurance program to personal members

In 2000, the Federation began offering:

- Homeowner and auto insurance to personal members

# *Indiana Libraries:* Instructions to Authors

*Indiana Libraries* is a professional journal for librarians and media specialists. Published twice a year, it is a joint publication of the Indiana Library Federation and the Indiana State Library.

Practitioners, educators, and researchers are invited to submit manuscripts for publication. Manuscripts may concern a current practice, policy, or general aspect of the operation of a library system in Indiana.

For information and to discuss ideas for article topics, contact *Indiana Libraries* editor:

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Toll Free: 866-758-6254

## Indiana Libraries: Instructions to Authors

**Style.** Manuscript should follow the Chicago Manual of Style, 14<sup>th</sup> edition. References should appear at the end of the manuscript; footnotes should not be used. The article should be double-spaced throughout with good margins. Pages should be unnumbered. Manuscripts should be original and not published elsewhere. Authors are responsible for the accuracy of all materials including quotations, references, etc.

**Length.** Contributions of major importance should be 10-15 pages double-spaced. Rebuttals, whimsical pieces and short essays should be 2-7 pages, double-spaced. (Graphics, charts and tables not included in page count.) Charts and tables should be submitted separately from text.

**Graphics.** Authors are responsible for obtaining permission to use graphic materials (illustrations, images, photographs, screen captures, etc.). Submit camera-ready artwork for all illustrations. Black and white only.

**Submitting manuscripts.** Authors should be identified by a cover sheet that contains the author's name, position, address and e-mail address. Identifying information should not appear on the manuscript. Manuscripts should be submitted electronically in one of two ways:

1. Microsoft Word (preferred), WordPerfect or plain ASCII text file on a PC-compatible disk, accompanied by a paper copy. (See editor's address above.)
2. Microsoft Word (preferred), WordPerfect or plain ASCII text file (PC compatible) attached to an e-mail message addressed to both [cgallion@ifonline.org](mailto:cgallion@ifonline.org) and [okada@Indiana.edu](mailto:okada@Indiana.edu)

Manuscripts will be acknowledged upon receipt and a decision concerning use will be made within twenty days after the date of receipt. The editor reserves the right to revise all accepted manuscripts for clarity and style. Upon publication, the author will receive two complimentary copies.

# Indiana Libraries

## Indiana Library Federation Professional Journal Advertising Reservation Form

To reserve advertising space in Indiana Libraries, please complete this form and return it to:  
Indiana Library Federation, 941 E. 86th Street, Suite 260, Indianapolis, IN 46240  
Phone: (317) 257-2040, Fax: (317) 257-1389

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- Reservations for advertising must be received by May 1 for summer issue, and December 1 for winter issue.
- Camera-ready artwork for all advertising must be received by May 1 for summer issue and December 1 for winter issue.
- Cover space is available on a first-come basis. If more than one reservation for the same space is received on the same day, lots will be drawn. If you request cover space, we will notify you immediately whether or not the space is available.
- Please make checks payable to the Indiana Library Federation.



# Indiana Library Federation

## Publication Subscription Information

### **Focus on Indiana Libraries**

*Focus* is the Federation's newspaper. Published 11 times a year in cooperation with the Indiana State Library, it keeps members up to date on news and information of interest to the Indiana library community. Included are articles about innovative programs, upcoming conferences, continuing education opportunities, and legislative issues. A current listing of job opportunities in Indiana libraries is also included.

Publication Schedule: Monthly (April/May issues combined)      Subscription: \$15.00/year

### **Indiana Libraries**

*Indiana Libraries* is a professional journal for librarians and media specialists. It is also published jointly by the Federation and the Indiana State Library.

Publication Schedule: Two issues per year      Subscription: \$10.00/year

To subscribe to either publication, fill out the information requested below and return with a check or money order to: Indiana Library Federation, 941 E. 86th St., Suite 260, Indianapolis, Indiana 46240. Questions should be directed to the Federation executive office at (317)257-2040.

Please make checks payable to the Indiana Library Federation.

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## Subscription Form

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*Focus on Indiana Libraries*      \$15.00/year

*Indiana Libraries*      \$10.00/year

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**Phone:** (317) 257-2040 ■ **Fax:** (317) 257-1389 ■ **E-mail:** ilf@indy.net



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